

1 Richmond Planning Commission
2 Regular Meeting
3 Wednesday, May 21, 2014
4 Approved Minutes

5 **Members Present:** Ann Cousins, Marc Hughes, Brian Tellstone, Bruce LaBounty (Vice-Chair),
6 Mark Fausel (Chair), Lauck Parke

7 **Absent:** Sean Foley

8 **Others Present:** Clare Rock (Town Planner/Staff to the DRB), Joy and Bob Reap, Jackie
9 Washburn, Kathy Sikora, Rod West

10
11 **7:00 PM Fausel called the meeting to order**

12
13 **Public Comments**

14
15 Jackie Washburn and Kathy Sikora read and presented a letter to the Planning Commission
16 regarding the zoning for the Round Church Commons commercial complex. There are problems
17 and concerns regarding the current permitting requirements for changing the uses within the
18 commercial plaza. Washburn and Sikora would like to ask the planning commission to consider a
19 change to the zoning to ease the permitting requirements. They also request a formal notification of
20 when the PC would include this discussion on a future agenda. The letter is attached.

21
22
23 **Administrative Items**

24
25 Mail – no mail.

26
27 Rock provided an overview of the Chittenden County Regional Planning Commission's Planning
28 Advisory Committee (CCRPC PAC). The PAC is comprised of Chittenden County Town Planners
29 which serves as an advisory committee for the CCRPC in their regional review and approval of
30 town plans. The PAC also provides the opportunity for area planner to share ideas and build cross-
31 town networks. The PAC meets every couple of months and the meetings take place during the
32 work day at the CCRPC offices. Rock was asked to join the PAC by CCRPC and formal
33 appointment will need to be made by the Richmond Selectboard. Rock is requested support by the
34 PC in preparation for requesting appointment by the Selectboard. PC members are all in favor of
35 Richmond participating in the PAC. Fausel was in supported and wanted to ensure the time
36 commitment would not detract from the Planners other work responsibilities.

37
38 Meeting Minutes –May 7, 2014

39
40 Cousins made a motion to approve, seconded by LaBounty. So voted.

41
42 **Discussion with guest Joy Reap re: Gateway District Zoning Regulations**

43 Joy and Robert Reap recently purchased a property in the Gateway District. The property has about
44 8 acres of developable land and would like the ability to build a couple of 10,000 sq ft offices
45 and/or light industry but this square footage is currently restricted. Currently the Reaps have 2
46 potential businesses which would like to locate on the Willis Farm property. If the change doesn't
47 happen within the next year, the potential owners would find another location. One of the potential
48 businesses is a Richmond business owner who had to relocate to another town and would like to
49 return their business to Richmond. The trip ends shouldn't be a problem. Timeframe of desired
50 change is about a one-year away.

1 Discussion with the Commission, included the problem isn't 3.4.4. e), the problem is 3.4.2 bb) -
2 dd). Could also change 3.4.4. e) from 10,000 to 20,000? The footprint of the barn at the Willis
3 Farm is 6,000sf. Discussion about the size of buildings and what size of a new building is
4 appropriate. The PC is generally supportive of helping the property owner facilitate future growth.
5 Discussion also included the extent of the potential changes and the adoption process and timeline.

6 Rod West, adjoining property owner, would like the proposed zoning changes for the Gateway. The
7 trip end information was eliminated from the proposed zoning changes. Also suggests the character
8 of the area be eliminated also.

9 Conversation followed about the potential emergency access for the school which may cross the
10 Reaps property.

11 The PC suggests the Reaps read over the District standards and provide a mark up copy of the
12 standards for consideration of the Commission.

13 Discussion followed about other minor changes to the regulations which could help ease some
14 permitting restrictions. Rock suggested proposed minor changes could be proposed with the adopted
15 of the revision to the FHOD.

16

17 **Discussion on broader changes (Prong II) to the Flood Hazard Overlay District**

18

19 Continue review draft and *Proposed Uses Table – draft May 1, 2014*

20 Rock suggested to including the use table to the draft regulations as a reference guide to property
21 owners and the narrative list of use can also be left in the draft.

22

23 Changes to *Proposed Uses Table – draft May 1, 2014* include:

24 Delete “Lawn Care” line item

25 Change “Parks, Playground” to “Recreation Areas w/o Structures”

26 Delete “Residential Swing Sets” line item

27 Make “Minor accessory structures” a “P” and ensure other reference to such structures have same
28 wording (see page 69)

29 Make “New at grade parking...” a “P” and a “CU” to allow expansion at Volunteers Green

30 Make “New parking...” a “P” and a “CU” to allow expansion at Volunteers Green and for the
31 creation of new fishing and/or boating accesses.

32 Add “Insignificant activities” to list

33 Delete reference to % in “Additions...” line item

34 Add “Accessory Structures” to list with “CU” and “X”

35

36 Rock suggested also adding “Improvements” to the use table. Discussion followed about the PC’s
37 desire to include a “work notification” element to the bylaws which would eliminate the need for a
38 permit for work which would otherwise not require a permit outside the floodplain (i.e for
39 Improvements, which are basically interior remodeling projects.) Rock responded this approach
40 would not be approved by FEMA as the CFR (Code of Federal Register) states that a permit is
41 required for all development. As a participating member of the NFIP Richmond’s responsibility is
42 to ensure all development at a minimum is reasonable safe from flooding. A “work notification”
43 process would only require people submit a cost estimate to demonstrate work will not trigger
44 Substantial Improvement requirement, but a “work notification” would not require proposed work
45 to be reasonable safe from flooding. Rock also suggested removing paragraph 3 within section
46 6.8.16 a) and move it Section 6.8.6 (the Determination Process) which could alleviate base
47 requirements for applicants.

1
2 The PC would like to request a formal determination from FEMA regarding the “work notification”
3 approach.
4

5 Discussion also includes the administrative permit process and the associated appeal periods and
6 processes. The PC does not want to impose appeal periods on people who seeks to undertake
7 improvements to property in the floodplain.
8

9 Rock reported Ned Swanberg, VT DEC, asked to host a public informational meeting about the
10 upcoming map changes and impacts in flood insurance. Rock asked if the PC would consider one
11 meeting where residents could come to hear about both changes to insurance and proposed changes
12 to FHOD. PC had mixed feeling about this approach and will discuss at next meeting.
13

14 **PC Work plan for 2014-2015**

15
16 Planning Commission members indentified the following items to be considered for the next
17 meetings discussion: Gateway District changes, permanent zoning for the Creamery/Jolina Court,
18 increasing creation of accessory apartments, allowing multiple uses within the Village core, Town
19 Plan update, procedural and administrative changes to the zoning.
20

21 PC members requested a copy of the Zoning Administrators list of Notices of Violations and
22 common questions. The PC will set aside the time at the beginning of the next meeting to further
23 discuss the work plan.
24

25 **Set agenda for next meeting**

26
27 7 – 7:30 pm PC Work plan for 2014-2015 with remainder of meeting to continue review of FHOD.
28
29

30 **Old Business**

31
32 Cell tower updates – no new news
33 Adoption process of technical changes (Prong I) to the Flood Hazard Overlay District – Selectboard
34 Hearing scheduled for June 2, 2014
35
36

37 **Adjournment**

38
39 *Tellstone made a motion to adjourn, seconded by Hughes. So voted.*
40

41 The meeting adjourned at 9:00PM.
42

43 Respectfully submitted by Clare Rock, Town Planner/Staff to the DRB